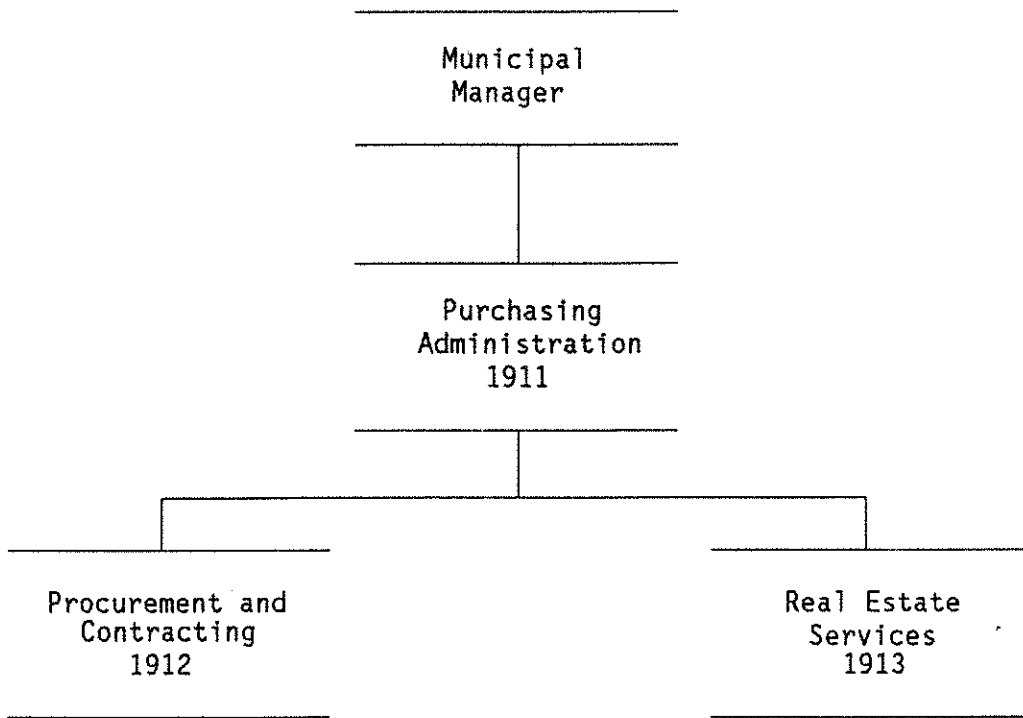


PURCHASING

PURCHASING DEPARTMENT



DEPARTMENT SUMMARY

Department PURCHASING

Mission

To ensure the public and municipal agencies that fair, economically feasible and timely purchasing policies and procedures are followed for the procurement and disposal of property, materials, supplies, services and equipment.

Major Programming Highlights

- Provide a centralized purchasing function for the municipality.
- Provide for a dedicated purchasing service for the municipal utilities.
- Provide a centralized property disposal program for the municipality.
- Provide a centralized real property acquisition function for the municipality.
- Provide for a dedicated property acquisition program for the municipal utilities.
- Provide enhancements to the consolidated freight program.
- Expand the annual supplies and services contract program.

Resources

	1986	1987
Direct Costs	\$ 2,201,360 *	\$ 1,508,540
Program Revenues	\$ 14,000	\$ 123,000
Personnel	32FT	27FT

* Includes 1986 adjusted budget amounts for Real Estate Services function transferred from Property and Facility Management.

1987 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1986 REVISED	1987 BUDGET	1986 REVISED		1987 BUDGET	
			FT	PT	T	TOTAL
PURCHASING ADMINISTRATION		361,020				4
PURCHASING SERVICES	1,057,830	735,310	22			16
REAL ESTATE SERVICES	559,630	388,810	10			7
OPERATING COST	1,617,450	1,485,140	32			27
ADD DEBT SERVICE	583,910	23,400				
DIRECT ORGANIZATION COST	2,201,360	1,508,540				
ADD INTRAGOVERNMENTAL CHARGES CHARGES FROM OTHERS	1,231,860	711,500				
TOTAL DEPARTMENT COST	3,433,220	2,220,040				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	2,039,430	2,097,940				
FUNCTION COST	1,393,790	122,100				
LESS PROGRAM REVENUES	14,000	123,000				
NET PROGRAM COST	1,379,790 *	900-				

1987 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING ADMINISTRATION	242,880	750	117,390		361,020
PURCHASING SERVICES	694,550	16,600	50,160		761,310
REAL ESTATE SERVICES	381,830	5,270	16,640		403,740
LESS VACANCY FACTOR	40,930				40,930
DEPT. TOTAL WITHOUT DEBT SERVICE	1,278,330	22,620	184,190		1,485,140
ADD DEBT SERVICE					23,400
TOTAL DIRECT ORGANIZATION COST	1,278,330	22,620	184,190		1,508,540

* Unadjusted for Property & Facility Management

DEPARTMENT SUMMARY

Department PURCHASING

Mission

To ensure the public and municipal agencies that fair, economically feasible and timely purchasing policies and procedures are followed for the procurement and disposal of property, materials, supplies, services and equipment.

Major Programming Highlights

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- Provide for a dedicated property acquisition program for the municipal utilities.
- Provide enhancements to the consolidated freight program.
- Expand the annual supplies and services contract program.

Resources

	1986	1987
Direct Costs	\$ 1,640,850 *	\$ 1,508,540
Program Revenues	\$ 14,000	\$ 123,000
Personnel	32FT	27FT

* Includes 1986 adjusted budget amounts for Real Estate Services function transferred from Property and Facility Management.

1987 RESOURCE PLAN

DEPARTMENT: PURCHASING

DIVISION	FINANCIAL SUMMARY		PERSONNEL SUMMARY			
	1986 REVISED	1987 BUDGET	1986 REVISED		1987 BUDGET	
			FT	PT	T	TOTAL
PURCHASING ADMINISTRATION		361,020				4
PURCHASING SERVICES	1,024,850	735,310	22			16
REAL ESTATE SERVICES	927,910	388,810	11			7
OPERATING COST	1,952,760	1,485,140	33			27
ADD DEBT SERVICE	583,910	23,400				
DIRECT ORGANIZATION COST	2,536,670	1,508,540				
ADD INTRAGOVERNMENTAL CHARGES	1,231,860	711,500				
CHARGES FROM OTHERS						
TOTAL DEPARTMENT COST	3,768,530	2,220,040				
LESS INTRAGOVERNMENTAL CHARGES TO OTHERS	2,039,430	2,097,940				
FUNCTION COST	1,729,100	122,100				
LESS PROGRAM REVENUES	14,000	123,000				
NET PROGRAM COST	1,715,100 *	900-				

1987 RESOURCES BY CATEGORY OF EXPENSE

DIVISION	PERSONAL SERVICES	SUPPLIES	OTHER SERVICES	CAPITAL OUTLAY	TOTAL DIRECT COST
PURCHASING ADMINISTRATION	242,880	750	117,390		361,020
PURCHASING SERVICES	694,550	16,600	50,160		761,310
REAL ESTATE SERVICES	381,830	5,270	16,640		403,740
LESS VACANCY FACTOR	40,930				40,930
DEPT. TOTAL WITHOUT DEBT SERVICE	1,278,330	22,620	184,190		1,485,140
ADD DEBT SERVICE					23,400
TOTAL DIRECT ORGANIZATION COST	1,278,330	22,620	184,190		1,508,540

* Unadjusted for Property & Facility Management

RECONCILIATION FROM 1986 REVISED TO 1987 BUDGET

Department PURCHASING	Direct Costs	Positions
1986 Revised Budget:	\$ 1,057,830	22FT
Amount Required to Continue Existing Programs in 1987:	61,370	
TRANSFER OF PROGRAMS:		
- Real Estate Services	1,143,020	10FT
- Real Estate Services position to AWWU	(69,930)	(1FT)
- Purchasing Services position to a Municipal utility	(62,500)	(1FT)
- Dedicate two purchasing services positions to the Municipal utilities	(102,690)	(2FT)
REDUCTION IN EXISTING PROGRAMS:		
- Delete two positions in Real Estate Services due to the reduction in Grant and Bond Supported Capital Projects	(83,910)	(2FT)
- Debt service for Humana Option Lots	(560,000)	
NEW PROGRAM:		
- Implement the Municipality's Surplus Property Program	193,370	1FT
MISCELLANEOUS DECREASES:		
- Reduction in personnel account	(55,470)	
- Overtime and advertising expense	(12,550)	
 1987 BUDGET	 \$ 1,508,540	 27FT

1987 P R O G R A M P L A N

DEPARTMENT: PURCHASING
PROGRAM: Purchasing Administration

DIVISION: PURCHASING ADMINISTRATION

PURPOSE:

To provide centralized purchasing and real estate services for all municipal agencies and to manage the disposal of surplus/real property.

1986 OBJECTIVES:

- This budget unit is new in 1986 and provides for departmental management and administration.

1987 OBJECTIVES:

- Provides for the planning and direction of the new Purchasing Department.
- Provides for resource allocation and controls of the department.
- Provides computer services for the department.
- Provides for the administration of the municipality's surplus property management program.

RESOURCES:

	1985 REVISED			1986 REVISED			1987 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	4	0	0
PERSONAL SERVICES	\$		0	\$		0	\$		242,880
SUPPLIES			0			0			750
OTHER SERVICES			0			0			117,390
TOTAL DIRECT COST:	\$		0	\$		0	\$		361,020
PROGRAM REVENUES:	\$		0	\$		0	\$		103,000

PERFORMANCE MEASURES:

Work Authorizations		0		0		275
Purchase Orders		0		0		8,400
Auctions		0		0		60

5 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 5

RECONCILIATION FROM 1986 REVISED TO 1987 BUDGET

Department	PURCHASING	Direct Costs	Positions
1986 Revised Budget:		\$ 1,057,830	22FT
Amount Required to Continue Existing Programs in 1987:		61,370	
TRANSFER OF PROGRAMS:			
- Real Estate Services		610,410	10FT
- Real Estate Services position to AWWU		(69,930)	(1FT)
- Purchasing Services position to a Municipal utility		(62,500)	(1FT)
- Dedicate two purchasing services positions to the Municipal utilities		(102,690)	(2FT)
REDUCTION IN EXISTING PROGRAMS:			
- Delete two positions in Real Estate Services due to the reduction in Grant and Bond Supported Capital Projects		(111,300)	(2FT)
NEW PROGRAM:			
- Implement the Municipality's Surplus Property Program		193,370	1FT
MISCELLANEOUS DECREASES:			
- Reduction in personnel account		(55,470)	
- Overtime and advertising expense		(12,550)	
1987 BUDGET		\$ 1,508,540	27FT

1987 P R O G R A M P L A N

DEPARTMENT: PURCHASING

DIVISION: PURCHASING ADMINISTRATION

PROGRAM: Purchasing Administration

PURPOSE:

To provide centralized purchasing and real estate services for all municipal agencies and to manage the disposal of surplus/real property.

1986 OBJECTIVES:

- This budget unit is new in 1986 and provides for departmental management and administration.

1987 OBJECTIVES:

- Provides for the planning and direction of the new Purchasing Department.
- Provides for resource allocation and controls of the department.
- Provides computer services for the department.
- Provides for the administration of the municipality's surplus property management program.

RESOURCES:

	1985 REVISED			1986 REVISED			1987 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	4	0	0
PERSONAL SERVICES			0			0			242,880
SUPPLIES			0			0			750
OTHER SERVICES			0			0			117,390
TOTAL DIRECT COST:			0			0			361,020
PROGRAM REVENUES:			0			0			103,000

PERFORMANCE MEASURES:

Work Authorizations		0		0		275
Purchase Orders		0		0		8,400
Auctions		0		0		60

5 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
1, 5

1987 PROGRAM PLAN

DEPARTMENT: PURCHASING DIVISION: PURCHASING SERVICES
 PROGRAM: Procurement and Contracting Services

PURPOSE:

Provide timely support services to the public and Municipal Agencies by purchasing and contracting through a centralized procurement authority and to insure fiscal integrity within budget guidelines.

1986 OBJECTIVES:

- Provide purchasing and contracting services for all municipal agencies.
- Assist in the preparation of requests for proposals.
- Conduct annual sale for the disposal of surplus property.
- Establish a consolidated freight program.
- Provide staff support and technical advise to the Purchasing Committee in the development of the new Purchasing Procedures.
- Increase the number of Municipal Annual Supply Contracts - i.e. office supplies.

1987 OBJECTIVES:

- Implement the new policies and procedures developed by the Purchasing Committee to improve the purchasing services to Municipal Agencies.
- Implement the contract administration system developed by the Purchasing Committee.
- Increase the number of Municipal Annual Supply Contracts.
- Refine and administer the Consolidated Freight Program to reduce Municipal expenditures.

RESOURCES:

	1985 REVISED			1986 REVISED			1987 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	22	0	0	22	0	0	16	0	0
PERSONAL SERVICES	\$	941,930		\$	982,170		\$	668,550	
SUPPLIES		18,670			17,800			16,600	
OTHER SERVICES		61,210			57,860			50,160	
CAPITAL OUTLAY		3,040			0			0	
TOTAL DIRECT COST:	\$	1,024,850		\$	1,057,830		\$	735,310	
PROGRAM REVENUES:	\$	12,500		\$	14,000		\$	20,000	

PERFORMANCE MEASURES:

Formal Bids		200		230		180
Requests for Quotes		400		460		415
Construction Contracts		100		140		120
Purchase Orders Issued		8,400		8,400		7,400
Requests for Proposals		100		100		110

5 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 2, 4

1987 P R O G R A M P L A N

DEPARTMENT: PURCHASING
PROGRAM: Real Estate Services

DIVISION: REAL ESTATE SERVICES

PURPOSE:

To provide for the acquisition of all property rights for all municipal agencies and to provide professional staffing to the Heritage Land Bank for the management of those lands.

1986 OBJECTIVES:

- Work with municipal agencies to determine the type of land and/or rights to use of land they may require towards the accomplishment of their goals.
- Acquire title, easements, permits and rights-of-way for municipal agencies.
- Negotiate leases for facilities to be used by municipal agencies.
- Provide services as required by the Heritage Land Bank Commission.

1987 OBJECTIVES:

- Work with municipal agencies to determine the type of land and/or rights to use of land they may require towards the accomplishment of their goals.
- Acquire title, easements, permits, and rights-of-way for municipal agencies.
- Negotiate facility leases for all municipal agencies.
- Provide staffing for the Director of the Heritage Land Bank.

RESOURCES:

	1985 REVISED			1986 REVISED			1987 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	14	0	0	11	0	0	7	0	0
PERSONAL SERVICES	\$	732,030		\$	602,570		\$	366,900	
SUPPLIES		5,650			5,100			5,270	
OTHER SERVICES		255,490			317,930			16,640	
DEBT SERVICE		644,120			583,910			23,400	
CAPITAL OUTLAY		454,700			2,310			0	
TOTAL DIRECT COST:	\$	2,091,990		\$	1,511,820		\$	412,210	

PERFORMANCE MEASURES:

Easements/permits acquired	685	595	400
Purchase in fee	51	68	20
Selection by State	3	2	10
Leases Negotiated	0	0	15

5 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS: